

# WRITING BIBLIOGRAPHIES

## BOOK:

Include these details:

1. Author's name: Surname first, then first name or initials
2. Year of Publication (in brackets)
3. Title of Book in *ITALICS* or underlined if handwritten
4. Publisher
5. Place of Publication

Aylmer, W. et.al. (2006) *Senior Science Preliminary 1*. Heinemann, Victoria  
Guthrie, J. (ed.) (2008) *Engaging Adolescents Reading*. Corwin Press, California  
Smith, Kate (1998) *Life in Asia*. Collins, Melbourne  
Ware, P. & Grover, D. (2003) *Information Processes and Technology Preliminary Course*. Jacaranda, Queensland

## ENCYCLOPEDIA:

Include these details:

1. Author of article – if known
2. Date of Publication (in brackets)
3. Title of article in 'single quotation marks'
4. Encyclopedia in *ITALICS* or underlined if handwritten
5. Volume number and page numbers (if more than one page used e.g. pp207-209)
6. Publisher
7. Place of Publication

Smith, F. (1996) 'Mammals' *World Book Encyclopedia*. Vol. 12, p207. World Book Inc., Chicago.

## MAGAZINE OR NEWSPAPER:

Include these details:

1. Author
2. Year of Publication (in brackets)
3. Title of article in 'single quotation marks'
4. Title of Newspaper or magazine in *ITALICS*
5. Date of Publication
6. Page Number

Broome, Ken (1997), 'Life at the top!' *The Herald Sun*. Nov 21, p5.

## ON-LINE RESOURCES:

These might be any information found in a website. (e.g. newspaper articles found through Ebsco or Google, Online Encyclopedia articles, images and websites)

Include these details:

1. Author (who produces site – may be a company name or institution)
2. Date of Publication (in brackets)
3. Title of document in 'single quotation marks'
4. [Online] Available
5. <full URL>
6. Date of access (in brackets)
7. If no author is given, the title is used as the first element in the citation

Davis, Heather. (1998) 'Guidelines to writing' [Online] Available  
<<http://www.usa.net/~hdavis/home.html>> (Jan 7, 1999)  
*Dr Brain thinking games* 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California

**Bibliography is then written in list form at the end of your work arranged alphabetically by author then date.**

Adapted from

Boyko, D., Davey, S. (et al) October 18, 1999. 'Wrapping up research' .[Online] Available  
[http://www.highlands.vic.edu.au/research/biblios.html\(10/2/04\)](http://www.highlands.vic.edu.au/research/biblios.html(10/2/04))

## **REFERENCING/CITING IN TEXT (ACKNOWLEDGING YOUR SOURCE)**

**Referencing** must be used to acknowledge that you have used **direct quotations** (ie the actual words of an author) or the **opinions and ideas of others**.

Your referencing **MUST** relate to the bibliography which **MUST BE ATTACHED AT THE END OF YOUR WORK.**

**Referencing a source is made at the appropriate place in the text by stating:**

**surname(s) of author(s) or title of work if there is no accredited author**

**year of publication**

**page number(s)**

### **EXAMPLES:**

#### **1. Quoting from one page**

Jones (1988:124) states that "It is not just the nature of the world and human behaviour that people explore in the narrative."

**Or:** "It is not just the nature of the world and human behaviour that people explore in the narrative." (Jones, 1988:124)

#### **2. Quoting from a source with no accredited author**

It is stated in *Timeline Australia* (2005 p29) that "Schapelle Corby was sentenced by an Indonesian court..."

**Or:** "Schapelle Corby was sentenced by an Indonesian court..." (*Timeline Australia. 2005, p29*)

#### **3. Paraphrasing from two pages**

One purpose of writing a memoir is to allow an aspect of your life to continue after your death. (Jones, 1988 pp95-97)

#### **4. Acknowledging the source of photographs, illustrations, maps, graphs, diagrams**

You must state the source of any data sets, even if you have drawn up a graph or diagram yourself. Provide a caption at the base of your illustration, map, graph, diagram.

Give the name of the person or organisation holding the copyright in brackets at the end of your caption.

Figure 2: "Ringtail possum" (D. Teasdale, 1993)

Figure 3: "Young brushtail possum" (Tweed Valley Wildlife Carers, 2006  
<http://www.tvwc.org/HTML/living%20with%20possums.htm>)